

RECRUITMENT PACK

This document includes the following information:

- Job Description
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 24 August 2017

Interviews are likely to be held on 11 September 2017

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JOB DESCRIPTION – Job ref (REQ00791)

Job Title and Grade:	Associate Director, Business, Strategy and Operations, Grade 10
Contract:	Full-time, permanent
Hours:	A notional minimum of 36 hours per week
Salary:	£49,772 - £55,999 per annum
Department/Section:	UK Data Archive
Responsible to:	Director, UK Data Archive
Reports on a day to day basis to:	Director, UK Data Archive
Responsible for:	Standards and Security Manager Business Support Officer Finance Manager Finance Assistant PA to the Director/Administrator Administration Officer Receptionist/Administrative Assistant x 2
Purpose of job:	To provide leadership and management for the UK Data Archive Resources and Management Services (RMS) Section and high level strategic and operational support to the UK Data Archive Director, with a particular focus on planning and implementation of policy decisions, and the management of resources. To develop strong and effective relationships and networks both externally and internally within the University, which support the UK Data Archive's mission and exploit the benefits of its location within the University of Essex.

Duties of the Post:

The main duties of the post will include:

Leadership

1. Lead the UKDA's resource management function and support the planning, development and implementation of policy decisions.
2. Responsible for ensuring there are appropriate and effective mechanisms for consultation and communication within the UK Data Archive, and between it and the Faculty, other departments in the Faculty of Social Sciences and the University's central professional services sections.
3. Develop and deliver internal (Department and University) training on areas relating to core post responsibilities (e.g., Finance, HR, Planning, etc.).
4. Deputise for the Director of the UK Data Archive when necessary, which may include authorising funding applications in consultation with the Research and Enterprise Office, and representing the UK Data Archive at University management meetings.
5. Represent the UK Data Archive externally on national and international committees and advisory bodies as agreed with the Director.
6. Assist the Director in ensuring that the Department's interests are promoted effectively, both internally and externally.

Business and Organisational Development

7. Assist in the maintenance of the list of statutory and non-statutory requirements applicable to the business activities of UKDA, and ensure all staff are fully cognizant of their responsibilities.
8. Provide guidance and support to the Management Information Systems section, in particular the relevant Manager, for the implementation and maintenance of an integrated records management system for the business (non-repository) records of the department and services provided by the department.
9. Contribute to the external (and internal) communications activities of the UK Data Archive through appropriate communications channels including the departmental website, working with the Communications and Impact Team, and through regular briefings on all responsibilities of the post-holder and team.
10. Assist in and contribute to the development and maintenance of project management systems to support the projects managed by the UK Data Archive.

Strategic Planning

11. Working with the UK Data Archive Director, take responsibility (in collaboration with UKDA staff, University staff and other direct stakeholders) for developing, reviewing and enhancing the UK Data Archive's Strategic Plan; and support the delivery of its objectives.
12. Working with the UK Data Archive Director, take responsibility for the Archive's engagement in the University's Annual Strategic Planning Process, ensuring that the department engages fully and constructively in the process; and support the delivery of its objectives.

Financial Planning

13. Be responsible for ensuring that financial expenditure on services and projects is effectively monitored and that issues are identified and addressed as required.
14. Liaise with REO over formulation of IP documents and licences, contracts and other agreements with external collaborators.
15. Work within the UK Data Archive's Policy Group to develop new sources of income.
16. Work across the UK Data Archive's groups to ensure alignment of strategic governance issues.

Resource management

17. Manage the Department's financial, staffing, space and other resources within approved budgets and allocations, and in accordance with the University's financial regulations, human resources policies and procedures, and other relevant regulations and policies.
18. Manage provision of administrative support for all of the sections within the UK Data Archive.
19. Manage the Department's business records management activities.
20. Promote measures within the Department to increase operational efficiency, so that where possible and feasible existing resources are freed in order to enhance research activity.

Human Resources Management

21. Lead the strategic and operational delivery of all aspects of human resources management within the UK Data Archive, ensuring best practice adherence to all policies, procedures and regulations, and liaising with the University's central HR section. To include:
 - Recruitment and selection
 - Induction, mentoring and probation
 - Staff development, including appraisal and continuous development
 - Performance management and review
 - Promotion and reward
22. Ensure that the University's Health and Safety Policy is implemented within the department.

Education and research

23. Assist the UK Data Archive Director (as the designated Departmental Research Director) in developing and implementing a departmental research strategy that enables the department to meet the University's relevant strategic objectives.
24. Provide support to UK Data Archive staff for the preparation of new funding applications and tenders.
25. Liaise with the University Research and Enterprise Office over formulation of new research contracts and extensions of existing contracts.
26. Co-ordinate departmental student placement opportunities.
27. Any other duties as delegated by the Director, UK Data Archive.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

July 2017

PERSON SPECIFICATION

JOB TITLE: Associate Director, Business, Strategy and Operations

Qualifications /Training

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Higher degree or relevant professional qualification or equivalent relevant experience. 	x	

Experience/Knowledge

	Essential	Desirable
<ul style="list-style-type: none"> ▪ A broad understanding of UK Higher Education. 	x	
<ul style="list-style-type: none"> ▪ Track record of success in a relevant senior leadership and management role within a complex organisation. 	x	
<ul style="list-style-type: none"> ▪ Demonstrable experience at a senior level in a range of areas of academic administration and strategic planning including finance and financial forecasting, human resource management and/or University governance. 	x	
<ul style="list-style-type: none"> ▪ Experience of costing and preparing project proposals and tenders. 	x	
<ul style="list-style-type: none"> ▪ Demonstrable understanding of contracts and agreements including intellectual property rights issues. 	x	
<ul style="list-style-type: none"> ▪ Experience in financial management of complex projects with multiple reporting lines and responsibilities. 	x	
<ul style="list-style-type: none"> ▪ Staff management experience, with the ability to lead, motivate and manage a team of professional staff to successful achievement of objectives. 	x	
<ul style="list-style-type: none"> ▪ Demonstrable interest in at least one area relating to data service infrastructure. 	x	
<ul style="list-style-type: none"> ▪ Experience of the development and implementation of policies and procedures, in line with best practice. 	x	
<ul style="list-style-type: none"> ▪ Demonstrable experience in international collaborative work 		x
<ul style="list-style-type: none"> ▪ Appreciation and knowledge of UK social science landscape, and an ability to apply this knowledge practically in an administrative context. 		x
<ul style="list-style-type: none"> ▪ Working knowledge of administration/management in Higher Education. 		x

Skills/Abilities

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Ability to think strategically, to develop goals and identify and implement tasks to achieve them. 	x	
<ul style="list-style-type: none"> ▪ Proven ability to be proactive, to solve practical and logistical problems, to prioritise tasks, meet deadlines and work independently. 	x	
<ul style="list-style-type: none"> ▪ Strong leadership and people management skills. 	x	
<ul style="list-style-type: none"> ▪ Highly developed negotiating/ influencing skills. 	x	
<ul style="list-style-type: none"> ▪ Excellent communication and presentation skills and an ability to engage credibly across all areas of the UK Data Archive and with external stakeholders. 	x	
<ul style="list-style-type: none"> ▪ Excellent financial and budget management skills. 	x	
<ul style="list-style-type: none"> ▪ Ability to develop, plan and implement projects and change, with the ability to establish clear priorities, and monitor 	x	



performance against objectives.		
<ul style="list-style-type: none"> ▪ Ability to work effectively as a member of the team and to develop close and effective working relationships with academic and Professional Services staff colleagues across the University. 	x	
<ul style="list-style-type: none"> ▪ Excellent organisational and administrative skills and ability to work to tight deadlines. 	x	
<ul style="list-style-type: none"> ▪ High level of computer literacy with a high degree of familiarity with office management software. 	x	
<ul style="list-style-type: none"> ▪ Understanding of current broad social science research agendas and priorities. 		x

Other

	Essential	Desirable
<ul style="list-style-type: none"> ▪ Ability to meet the requirements of UK 'right to work' legislation 	x	

The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

July 2017

ADDITIONAL INFORMATION

UK Data Archive, University of Essex

You can find more information about the UK Data Archive and the UK Data Service at the following link:

- <http://www.data-archive.ac.uk>
- <http://ukdataservice.ac.uk>

You can also follow us on Twitter:

- @UKDataArchive
- @UKDataService

General information

For an informal chat about this post with the Director, Matthew Woollard, please call 01206 873990 to arrange a convenient time. However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.